

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**

AF INSTRUCTION 10-201

**AIR EDUCATION AND TRAINING COMMAND
Supplement 1**

18 NOVEMBER 2002

Operations

STATUS OF RESOURCES AND TRAINING SYSTEM

“HOLDOVER”

“The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected.”

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on HQ AETC Publishing WWW site at: <http://www.aetc.randolph.af.mil/im>. If you lack access, contact your base publishing manager.

OPR: HQ AETC/DOXC (MSgt R. Morales)
Supersedes AFI 10-201/AETC Sup 1, 1 July 1997

Certified by: HQ AETC/DOX (Col A. Imondi)
Pages: 39
Distribution: F

AFI 10-201, 8 January 2002, is supplemented as follows:

This publication applies to Air National Guard (ANG) and Air Force Reserve Command (AFRC) units upon full mobilization to active duty and release of operational control to AETC. Submit recommendations for changes or improvements to this supplement to HQ AETC/DOXC, 1 F Street, Suite 2, Randolph AFB TX 78150-4325. Also notify HQ AETC/DOXC of omissions or conflicts with other publications.

Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. This supplement was revised to conform to paragraphs in the revised basic AFI. It was also revised to provide more detailed requirements and information.

1.3.6. The Global Command and Control System (GCCS) file transfer protocol (FTP) will be used as the primary method of transmission for all AETC Status of Resources and Training System (SORTS) reports. AUTODIN will be used as a secondary method of transmission until secure Defense Message System (DMS) capability is available. Address “FORSTAT WASHINGTON DC//” as an ACTION addressee and “HQ AETC RANDOLPH AFB TX// DOXC//” as an INFO addressee on all AUTODIN SORTS reports.

1.4.5. (Added)(AETC) Mark classified SORTS worksheets (paragraph 2.11.1.2 [Added][AETC]), computer-generated products (herein referred to as easy read), working papers, and media according to CJCSM 3150.02, *Global Status of Resources and Training System (GSORTS)*; CJCSI 3402.01, *Global Status of Resources and Training System*; the basic AFI; and AFI 31-401, *Information Security Program Management*.

1.4.6. (Added)(AETC) Control and maintain classified SORTS according to AFI 31-401 in an approved General Services Administration (GSA) security container.

1.5.1. Afford classified SORTS information an independent section in the security container to prevent mishandling. Post a letter of authorization, listing all individuals who have access to SORTS data.

1.5.2. Limit release to the following: HQ USAF and HQ AETC inspector general (IG) personnel; Air Force Audit Agency inspectors; the AETC command reporting organization (CRO) (that is, HQ AETC/DOXC) or Randolph command center personnel conducting staff assistance visits (SAV); wing, group, and unit commanders (and designated alternate commanders or representatives); command post personnel; unit monitors; installation deployment officers and staff; wing or base personnel offices; manpower office staff; base exercise evaluation team staff; and, when in session, crisis action team members (to facilitate briefings).

1.5.3. Refer proposals for denial and requests for SORTS from the public through HQ AETC/DOXC and the applicable HQ AETC functional office. Ensure detailed information on the request is kept until the issue is resolved.

1.7.4. Approval authority for the AETC SORTS designated operational capability (DOC) statement (AF Form 723) is the directorate with the functional responsibility.

1.7.6. All required agencies will be notified via e-mail of completion of the annual reviews of AETC SORTS DOC Statement or completion of a new AF Form 723, **SORTS DOC Statement**. Agencies requiring a hard copy of nonaircraft AETC unit SORTS DOC Statements (AF Form 723) may retrieve them from the AETC SORTS web page (<https://www.aetc.af.mil/do/dox/doxc>). Aircraft SORTS DOC Statements (AF Form 723) will be e-mailed to necessary agencies via the Secret Internet Protocol Router Network (SIPRNET).

1.14.2. Approval authority for AETC SORTS DOC Statements (AF Form 723) is the AETC directorate with the functional responsibility.

1.14.2.5. (Added)(AETC) Sends HQ AETC/DOXC a functional area manager (FAM) appointment memorandum for SORTS-related issues. (See Figure 1.1 [Added][AETC] for a sample FAM appointment memorandum.) Each directorate with SORTS responsibilities will appoint one primary and at least one alternate FAM. SORTS FAM responsibilities should be performed by the directorate's readiness or career field manager.

1.14.2.6. (Added)(AETC) Provides functional feedback to the AETC Commander's SORTS concerns and questions.

Figure 1.1. (Added)(AETC) Sample SORTS FAM Appointment Memorandum.



DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

5 January 2002

MEMORANDUM FOR HQ AETC/DOXC

FROM: HQ AETC/LG

SUBJECT: Appointment of SORTS Functional Area Managers (FAM)

1. The following individuals are appointed as Primary and Alternate AETC SORTS FAMs for the Logistics Directorate:

CONTRACTING (LGC)

<u>Name</u>	<u>Grade</u>	<u>SSN</u>	<u>Security Clearance</u>	<u>Duty Phone</u>
Andrew O'Neil (P)	CMSgt	123-45-6789	Secret	7-3174
Richard Morales (A)	SMSgt	987-65-4321	Secret	7-3174

SUPPLY (LGS)

<u>Name</u>	<u>Grade</u>	<u>SSN</u>	<u>Security Clearance</u>	<u>Duty Phone</u>
Matthew Ferguson (P)	CMSgt	678-91-2345	Secret	7-5503
Gregory Ellis (A)	MSgt	234-56-7891	Secret	7-2947

2. Individuals listed above will perform all functional area manager SORTS responsibilities IAW 10-201, *Status of Resources and Training System*.

WILLIAM G. WELLS
 Brigadier General, USAF
 Director of Logistics

8 January 2002

1st Ind, HQ AETC/LGW

MEMORANDUM FOR HQ AETC/DOXC

Security clearance information for the above individuals has been verified by this office and is correct.

KENT UPHOFF, CMSgt, USAF
 Security Manager

INFORMATION CONTAINED IN THIS MEMORANDUM IS COVERED BY THE PRIVACY ACT OF 1974 AND WILL BE CONTROLLED AND DESTROYED ACCORDINGLY.

1.14.3. HQ AETC/DOXC is a reference to AETC's CRO. **NOTE:** In this supplement, HQ AETC/DOXC is the same as the AETC CRO.

1.14.3.5. HQ AETC/DOXC will update and maintain a SORTS processing tracking log to ensure all unit SORTS databases are updated and (RICDA) dates do not exceed 30 days.

1.14.3.20. (Added)(AETC) Monitor subordinate reporting organization (SRO) SORTS reports, conduct a database audit, and forward any error information to SROs for correction.

1.14.3.21. (Added)(AETC) Generate and send a SORTS compilation of report errors (SCORE) message to the wing commander and command post to provide a quality assessment of each wing's SORTS reporting ability.

1.14.3.22. (Added)(AETC) Provide SORTS worksheets to the SROs. In turn, the SROs will provide worksheets to measured units. See paragraph 2.11.1.2 (Added)(AETC) for sample SORTS worksheets.

1.14.3.23. (Added)(AETC) Provide a SORTS easy read product to all FAMs monthly or on request.

1.14.3.24. (Added)(AETC) Provide AETC SORTS status to the AETC Commander on a monthly basis or on request.

1.14.3.25. (Added)(AETC) Request a memorandum of agreement from the host command post for AETC units that are tenant to another MAJCOM's base to transmit SORTS through the host command post.

1.14.4. See Table 1.3 (Added)(AETC) for a listing of HQ AETC FAM offices.

Table 1.3. (Added)(AETC) HQ AETC FAM Offices.

I T E M	A	B
	FAM Office (note)	Office Symbol
1	Flying	HQ AETC/DOXP
2	Weather	HQ AETC/DOYW
3	Civil Engineering	HQ AETC/CEOX
4	Mission Support (PERSCO)	HQ AETC/DPSMR
5	Contracting	HQ AETC/LGCE
6	Transportation	HQ AETC/LGTR
7	Supply	HQ AETC/LGSR
8	Network Control Centers (NCC)	HQ AETC/SCMC
9	Network Operations and Security Center (NOSC)	HQ AETC/SCMC
10	Combat Camera	HQ AETC/SCMY
11	Medical	HQ AETC/SGX
12	Security Forces	HQ AETC/SFPO
13	Services	HQ AETC/SVXX

NOTE: When working with HQ AETC functional area offices on SORTS-related questions, ensure the HQ AETC SORTS office (HQ AETC/DOXC) is kept informed.

1.14.4.2. Ensure units nominated for C-5 status meet the minimum criteria stated in paragraph 1.12.9 of the basic AFI. Request approval for C-5 nominations from the functional area SORTS DOC Statement (AF Form 723) approval authority. Submit requests using AF Form 1768, **Staff Summary Sheet** (that is, an SSS). Provide the AETC CRO (HQ AETC/DOXC) a copy of the SSS upon approval of C-5 reporting.

1.14.4.3. Identify training manuals listing training standards measured in SORTS on each unit SORTS DOC Statement (AF Form 723) under Section IIID, Training Additional Notes.

1.14.4.4. Ensure changes to the unit SORTS DOC Statements (AF Form 723) occur simultaneously with AETC War Mobilization Plan (WMP) III changes.

1.14.4.6. Coordinate with the AETC CRO (HQ AETC/DOXC) prior to releasing any SORTS policy guidance to unit SORTS monitors (USM) and commanders.

1.14.4.8. (Added)(AETC) Ensure the functional area SORTS DOC Statement (AF Form 723) approval authority sends the AETC CRO (HQ AETC/DOXC) an appointment memorandum, indicating a primary and alternate SORTS FAM. Also ensure this memorandum is updated when there is a change in the FAM or director. Follow the sample format provided in Figure 1.1 (Added)(AETC).

1.14.4.9. (Added)(AETC) Review SORTS database easy read products to ensure unit SORTS reports are accurate, timely, clear, and complete. Ensure unit data is reported according to the unit SORTS DOC Statement (AF Form 723) and all appropriate GENETEXT remarks are included.

1.14.4.10. (Added)(AETC) On notification from the AETC CRO (HQ AETC/DOXC), review, revise, and coordinate annual review of unit SORTS DOC Statements (AF Forms 723).

1.14.4.11. (Added)(AETC) Ensure the coordination process is accomplished for an annual review of a SORTS DOC Statement (AF Form 723). As a minimum, coordinate the annual review through the applicable directorate, HQ AETC/DOXO, HQ AETC/DOXC, and 19 AF (for flying SORTS DOC Statements).

1.14.4.12. (Added)(AETC) Ensure SORTS DOC Statements (AF Form 723) are updated with a pen-and-ink change as tasking requirements occur. (These statements must be updated in conjunction with an AETC WMP-III change.)

1.14.4.13. (Added)(AETC) Ensure the web page for the AETC CRO SORTS wing point of contact (POC) is accurate.

1.14.5. HQ AETC/DOXO is the OPR for AETC SORTS manpower responsibilities.

1.14.6. HQ AETC/DPXP is the OPR for AETC SORTS personnel responsibilities.

1.14.7. HQ AETC/DOXO is the OPR for AETC SORTS employment and deployment planners responsibilities. This office will:

1.14.7.1. (Added)(AETC) Coordinate on all AETC SORTS DOC Statements (AF Form 723).

1.14.7.2. (Added)(AETC) Verify the SORTS DOC Statement (AF Form 723) that unit type codes (UTC) are tasked to support is according to the AETC tasking document (AETC WMP-III, Annex A).

1.14.7.3. (Added)(AETC) Verify the accuracy of SORTS DOC Statement (AF Form 723) response times and references according to paragraph 1.14.7 (in the basic AFI) and other appropriate documents.

1.14.8. (Added)(AETC) MAJCOM Medical Office. HQ AETC/SG is the OCR for AETC-gained AFRC medical SORTS DOC Statements (AF Form 723).

1.16.1.2. (Added)(AETC) Signs and releases the wing SORTS data.

1.16.1.3. (Added)(AETC) Appoints and certifies a primary and alternate SRO. The commander will sign the AETC Form 820, **Controller Certification Record**, and the NCOIC of the command post will annotate the SROs on the command manning report. (Training must be documented.)

1.16.1.4. (Added)(AETC) Through his or her attendance, supports SRO commanders initial SORTS training. Commanders should attend one training class for their own initial or refresher training. Subsequent attendance—to give opening remarks—is encouraged to emphasize the importance of the wing SORTS program to newly assigned unit commanders.

1.16.1.5. (Added)(AETC) Reviews all unit remarks for effectiveness and compliance with the basic AFI and this supplement.

1.16.2. The host AETC command post will act as the SRO and be responsible for all base SORTS activities, to include tenant unit SORTS support. AETC units tenant to another MAJCOM will contact the AETC CRO (HQ AETC/DOXC) for reporting instructions.

1.16.2.1. Maintain the current and previous month's record of unit SORTS data; that is, signed worksheets (paragraph 2.11.2.1 [Added][AETC]), easy reads, etc. Request approval for an extension through the AETC CRO (HQ AETC/DOXC) and include the reason and what data elements need to be maintained.

1.16.2.2. Acknowledge new SORTS DOC Statements (AF Form 723) to the AETC CRO (HQ AETC/DOXC) via hard copy, fax, e-mail, or message within 24 hours of receipt. Annotate the receipt date on the SORTS DOC Statement (AF Form 723) and ensure base-level coordination is completed within 14 calendar days of receipt.

1.16.2.4. Develop a quarterly recurring training program for all primary and alternate USMs as follows:

1.16.2.4.1. (Added)(AETC) Recurring training may be accomplished via any of the following formats: training meeting, web-based training, computer-based training (CBT), e-mail PowerPoint presentation, newsletter, MTT SORTS Data Handlers Course, or another MAJCOM-approved venue format. The training should be a review of common SORTS errors, AETC C2 Newsletter SORTS topics, AETC and local policy guidance changes, etc. If other than the training meeting format is used, the SRO must have ability to track and verify USM completion of training. **NOTE:** The training meeting format must be used at least once annually.

1.16.2.4.2. (Added)(AETC) Ensure supporting base personnel and manpower offices provide recurring personnel training at least once per calendar year.

1.16.2.5. Develop initial SORTS training for newly assigned wing commanders, measured-unit commanders, and their designated alternates. Commander training should be provided within 90 days of appointment and should be limited to no more than 1 hour. The training may be accomplished via any of the following formats: training meeting, web-based training, CBT, e-mail PowerPoint presentation, or attendance at Day 1 of the MTT SORTS Data Handlers Course. This training should provide a general overview, including such topics as the purpose of SORTS, C-levels, commander's assessment, and remarks.

1.16.2.6. Correct erroneous data as follows:

1.16.2.6.1. (Added)(AETC) Errors affecting C-levels, get well/worse dates (GWD), forecast dates, and percentages will be corrected within 20 hours of notification.

1.16.2.6.2. (Added)(AETC) Errors affecting administrative remarks may be corrected at the SRO's discretion or upon direction of the AETC CRO (HQ AETC/DOXC).

1.16.2.7. (Added)(AETC) If required, submit received and messages processed (RAMP) error corrections within 20 hours of receipt of the SORTS error message.

1.16.2.8. (Added)(AETC) Develop an initial SORTS training program for all newly assigned USMs as follows:

1.16.2.8.1. (Added)(AETC) Conduct, document, and maintain initial SORTS training prior to unit-level initial SORTS training.

1.16.2.8.2. (Added)(AETC) Ensure USMs create, conduct, document, and maintain unit-level initial SORTS training.

1.16.2.8.3. (Added)(AETC) Ensure the manpower and personnel offices create, conduct, and document newly assigned USM initial training.

1.16.2.8.4. (Added)(AETC) Ensure newly assigned USMs complete all initial SORTS training (wing, unit, and personnel) within 30 days of appointment. **NOTE:** Attendance at the MTT SORTS Data Handlers Course may count as SRO initial SORTS training as long as the training is conducted within 30 days of the USM's appointment.

1.16.2.9. (Added)(AETC) Upon receipt, forward aircraft unit major equipment/crew location (MEQLOCN) worksheet information to the AETC CRO (HQ AETC/DOXC) via secure means (GCCS e-mail, newsgroup message, secure fax, etc).

1.16.2.10. (Added)(AETC) Use the Air Force SORTS Data Entry Tool (AFSORTSDET) to prepare SORTS data for submission.

1.16.2.11. (Added)(AETC) Maintain signed documentation of the wing commander's release of the SORTS report.

1.16.2.12. (Added)(AETC) Provide a copy of the database products (easy read) to unit monitors no later than the tenth calendar day of each month. Maintain documentation of USM review and pickup of easy read products.

1.16.2.13. (Added)(AETC) Maintain or have immediate access to current copies of CJCSI 3401.02; CJCSM 3150.02; AFPAM 10-709, V1 CD, *U.S. Message Text Format (USMTF) User Formats (FOUO)*; the basic AFI and this supplement; and AETC WMP-III.

1.16.2.14. (Added)(AETC) Develop a wing SORTS continuity program. As a minimum, the continuity program will account for two areas of concern, (1) handling and maintenance of classified information and (2) unclassified SORTS documentation, as follows:

1.16.2.14.1. (Added)(AETC) Classified continuity binders will include the following tabs as a minimum: wing commander's briefing, wing commander's review and release, copy of transmitted SORTS reports, SORTS report sequence number log, RAMP messages, current and previous month's unit SORTS reports (worksheets), and current and previous month's AETC GCCS web page unit easy read products.

1.16.2.14.2. (Added)(AETC) Unclassified continuity binders will include the following tabs as a minimum: SRO appointment memorandum and certification, POC memorandums (manpower, personnel readiness, unit monitors, etc), training (commander, initial, recurring, training outlines, documentation, etc.), SAVs (MAJCOM SAV results, unit SAV schedule and results, finding suspense log, etc.), AETC self-inspection checklists and results, monthly checklists, master SORTS worksheets (paragraph 2.11.1.2 [Added][AETC]), and SORTS references (paragraph 1.16.2.13 [Added][AETC]).

1.16.2.15. (Added)(AETC) Ensure USMs develop and use a SORTS continuity program.

1.16.2.16. (Added)(AETC) At command posts with six or less personnel authorized, the NCOIC will certify as the primary or alternate SORTS manager.

1.16.2.17. (Added)(AETC) Supplement the basic AFI and this supplement as required and provide the AETC CRO (HQ AETC/DOXC) the opportunity to coordinate on the wing supplement.

1.16.2.18. (Added)(AETC) Develop procedures for collecting and transmitting unit SORTS data.

1.16.2.19. (Added)(AETC) Ensure the USM uses the AETC SORTS worksheets provided in this supplement (paragraph 2.11.1.2 [Added][AETC]). The SRO may tailor each unit's worksheet according to the SORTS DOC Statement (AF Form 723) reporting requirements. Other changes to the AETC SORTS worksheets must be approved by the AETC CRO (HQ AETC/DOXC) prior to use.

1.16.2.20. (Added)(AETC) Ensure the AETC CRO SORTS wing POC web page is accurate.

1.16.2.21. (Added)(AETC) Establish a SORTS SAV program for all measured units as follows:

1.16.2.21.1. (Added)(AETC) Publish and distribute a SAV schedule. Visit each measured unit at least annually. Maintain the most current completed SAV results.

1.16.2.21.2. (Added)(AETC) Send SAV results (observations, findings, and recommendations) to the unit commander and SORTS monitor. Ensure the wing commander is addressed on the report.

1.16.2.21.3. (Added)(AETC) Ensure unit monitors send replies to SAV results through their unit commander to the wing commander and command post. Ensure observations and findings are suspended and tracked until closed.

1.16.2.22. (Added)(AETC) Perform a semiannual self-inspection of the wing SORTS program. Maintain the results in the unclassified continuity binder. (See paragraph 1.16.2.14.2 of this supplement.) Suspend and track open self-inspection findings.

1.16.3. (Added)(AETC) 59 MDW, Wilford Hall Medical Center. Unit personnel will:

1.16.3.1. (Added)(AETC) Act as their own SRO and comply with all SRO and unit responsibilities indicated in the basic AFI as well as the following paragraphs in this supplement: 1.16.2.1, 1.16.2.2, 1.16.2.5, 1.16.2.6, 1.16.2.7, 1.16.2.10, 1.16.2.11, 1.16.2.13, 1.16.2.14, 1.16.2.17, 1.16.2.18, 1.16.2.20, 1.16.2.22, 1.17.2.7, 1.17.2.8, 1.17.2.10, and 1.17.2.13.

1.16.3.2. (Added)(AETC) Act as a unit and comply with all measured unit responsibilities in the basic AFI and this supplement. In addition, unit personnel will publish a 59 MDW-specific supplement.

1.16.4. (Added)(AETC) Wing War Planners. Each wing war planner will:

1.16.4.1. (Added)(AETC) Provide a POC memorandum for SORTS assistance purposes to each measured SORTS unit and the wing command post.

1.16.4.2. (Added)(AETC) Coordinate on unit SORTS DOC Statements (AF Form 723) and ensure listed UTCs tasked to support are in accordance with the AETC WMP-III and correspond with wing mission requirements. Report discrepancies through HQ AETC/DOXO to HQ AETC/DOXC.

1.16.5. (Added)(AETC) Chief of Supply (COS) or Equivalent. Each COS or equivalent will:

1.16.5.1. (Added)(AETC) Provide a POC memorandum for SORTS assistance purposes to each measured SORTS unit and the wing command post.

1.16.5.2. (Added)(AETC) Provide monthly documentation or electronic product on mobility bag data (authorized, required, and on hand) to each measured USM.

1.16.5.3. (Added)(AETC) Monthly or on request, provide mobility readiness spares package (MRSP) and in-place readiness spares package (IRSP) data (authorized, required, and on hand) to measured flying units.

1.16.5.4. (Added)(AETC) Monthly or on request, provide equipment and supplies data (authorized, required, and on hand) identified in the unit SORTS DOC Statement (AF Form 723) and basic AFI to measured units.

1.16.6. (Added)(AETC) Maintenance Operation Center (MOC). Monthly or on request, using the MEQLOCN worksheet, MOC personnel will provide major equipment location data to measured flying units.

1.17.1.7. (Added)(AETC) Approve and release unit SORTS information by signing the unit commander's approval block on the overall C-level form worksheet and any other required subsequent method approved by the SRO.

1.17.1.8. (Added)(AETC) Appoint a primary and alternate USM and designated alternate personnel authorized to release the SORTS report. (Follow the format provided in Figure 1.2 [Added][AETC]). As a minimum, distribute copies of the appointment memorandum to the command post, wing personnel office, wing manpower office, and HQ AETC functional office. In addition, ensure:

1.17.1.8.1. (Added)(AETC) At least one SORTS monitor is always available. Only one SORTS monitor may be assigned to a mobility position. Units that have all personnel tasked will appoint at least three monitors and request a waiver for this requirement from HQ AETC/DOXC via the SRO.

1.17.1.8.2. (Added)(AETC) At least 60 days of transition between monitors and 2 years of retainability for newly appointed USMs. Civilians who have the appropriate security clearance and are assigned to the squadron may be used as a primary or alternate USMs.

1.17.1.8.3. (Added)(AETC) USMs are not appointed as releasing officials.

1.17.1.9. (Added)(AETC) Review unit SORTS DOC Statements (AF Form 723) annually. Annotate this annual review in Section VI of the form.

1.17.1.10. (Added)(AETC) Attend SRO commander SORTS training and ensure all designated alternates authorized to release the SORTS report also attend training.


1.17.2.6. (Added)(AETC) Maintain the current and previous month's record of unit SORTS data (signed worksheets, easy read products, etc.).

1.17.2.7. (Added)(AETC) Ensure the unit SORTS DOC Statement (AF Form 723) is accurate and correctly reflects the unit's tasking. Forward suspected discrepancies through the SRO to the applicable MAJCOM functional manager and AETC CRO (HQ AETC/DOXC).

1.17.2.8. (Added)(AETC) Complete base-level coordination of new unit SORTS DOC Statements (AF Form 723) within 14 days of the SRO's receipt of the form from AETC.

1.17.2.9. (Added)(AETC) Attend and complete SRO quarterly recurring SORTS training. (This applies to primary and alternate USMs.) Maintain documentation of the training.

Figure 1.2. (Added)(AETC) Sample Appointment Memorandum for USMs and Alternate Releasing Officials.

	DEPARTMENT OF THE AIR FORCE AIR EDUCATION AND TRAINING COMMAND	5 January 2002	
MEMORANDUM FOR 18 TRW/CP			
FROM: 18 CS/CC			
SUBJECT: Appointment of Alternate Releasing Officials and Unit SORTS Monitors (USM)			
1. The following individuals are appointed as Primary (P) and Alternate (A) USMs for the 18 CS and can be reached at DSN 478-3200 or 3300:			
<u>Name</u>	<u>Grade</u>	<u>Security Clearance</u>	<u>Sample Signature</u>
Andrew O'Neil (P)	TSgt	Secret	_____
Richard Morales (A)	TSgt	Secret	_____
2. The following individuals are authorized to sign the unit SORTS report in my absence:			
<u>Name</u>	<u>Grade</u>	<u>Security Clearance</u>	<u>Sample Signature</u>
Kent R. Uphoff	Maj	Top Secret	_____
Lawrence Chavez	Capt	Top Secret	_____
Gregory Ellis	SMSgt	Top Secret	_____
3. Individuals listed above will perform all SORTS responsibilities IAW AFI 10-201, <i>Status of Resources and Training System</i> .			
MATTHEW E. FERGUSON, Maj, USAF Commander			
1 st Ind, 18 CS/SCX			
MEMORANDUM FOR 18 TRW/CP			
Security clearance information for the above individuals has been verified by this office and found to be correct.			
BEN E. CATALANGA, TSgt, USAF Security Manager			
INFORMATION CONTAINED IN THIS MEMORANDUM IS COVERED BY THE PRIVACY ACT OF 1974 AND WILL BE CONTROLLED AND DESTROYED ACCORDINGLY.			

1.17.2.10. (Added)(AETC) Develop, conduct, and document the initial SORTS training program for all newly assigned USMs as follows (paragraphs 1.17.2.10.1 through 1.17.2.10.4):

1.17.2.10.1. (Added)(AETC) As a minimum, initial SORTS training will cover data collection, unit continuity program, procedures for obtaining unit commanders' release of SORTS data, SRO transmission procedures, and other unit-specific items.

1.17.2.10.2. (Added)(AETC) Maintain documentation of completed unit-level initial SORTS training.

1.17.2.10.3. (Added)(AETC) Ensure manpower and personnel provide personnel training for all newly assigned USMs.

1.17.2.10.4. (Added)(AETC) Ensure newly assigned USMs complete all initial SORTS training (wing, unit, and personnel) within 30 days of appointment.

1.17.2.11. (Added)(AETC) Maintain or have immediate or local access to current copies of CJCSM 3150.02, CJCSI 3401.02, the basic AFI and this supplement, and AETC WMP-III.

1.17.2.12. (Added)(AETC) (*Aircraft Units*) Provide SROs with the MEQLOCN worksheet upon a portion of deployment or relocation of unit assets.

1.17.2.13. (Added)(AETC) Prepare and submit unit SORTS data, using the AETC CRO-approved worksheets. See paragraphs 2.11.1.2 (Added)(AETC) for sample SORTS worksheets.

1.17.2.14. (Added)(AETC) Develop a unit SORTS continuity program. As a minimum, the continuity program will account for two areas of concern, (1) handling and maintenance of classified information and (2) unclassified SORTS documentation and/or worksheets, as follows:

1.17.2.14.1. (Added)(AETC) Classified continuity binders will include the following tabs as a minimum: current and previous month's unit easy read products and current and previous month's signed SORTS reports.

1.17.2.14.2. (Added)(AETC) Unclassified continuity binders will include the following tabs as a minimum: USM appointment memorandum, POC memorandums (manpower, personnel readiness, SRO, etc), training (initial training outline, SRO training documentation, personnel training documentation, unit training documentation, recurring training attendance and completion documentation, etc.), SAVs (SRO SAV results, SAV schedule, finding suspense log, etc.), SORTS self-inspection checklists and results, data collection procedures and monthly checklists, master SORTS worksheets (paragraph 2.11.1.2 [Added][AETC]), and SORTS references (paragraph 1.17.2.11 [Added][AETC]).

1.17.2.15. (Added)(AETC) Perform a semiannual self-inspection of the unit's SORTS program. Maintain results in the unit SORTS unclassified continuity binder. Suspense and track open self-inspection findings.

1.19.5. (Added)(AETC) Provides a POC memorandum for SORTS assistance purposes to each measured SORTS unit and the wing command post.

- 1.19.6. (Added)(AETC) Coordinates on all unit SORTS DOC Statements (AF Form 723) with emphasis on UTC taskings against unit manpower document (UMD) authorizations.
- 1.19.7. (Added)(AETC) Provides Manpower Force Packaging System (MANFOR) and UMD automated personnel data products to USMs as prescribed by the unit's SORTS DOC Statement (AF Form 723).
- 1.19.8. (Added)(AETC) Provides assistance to the SRO as needed for quarterly recurring USM training.
- 1.19.9. (Added)(AETC) Trains USMs on how to read and interpret the automated data products used to calculate unit authorizations and requirements, how to identify UMD and UTC mismatches, and how to correct UMD and UTC mismatches.
- 1.20.3. (Added)(AETC) Provides a POC memorandum for SORTS assistance purposes to each measured SORTS unit and the wing command post.
- 1.20.4. (Added)(AETC) Coordinates on all unit DOC statements with emphasis on assigned and available personnel, in regards to unit authorizations, to fulfill the mission taskings.
- 1.20.5. (Added)(AETC) Provides personnel management product (a SORTS roster) to the USM no later than the 20th duty day of each month.
- 1.20.6. (Added)(AETC) Provides assistance to the SRO as needed for quarterly recurring USM training.
- 1.20.7. (Added)(AETC) Trains USMs on how to read and interpret automated personnel data products used to calculate personnel assigned and available, how to update personnel data products, and procedures used to correct UMD and UTC mismatches.
- 1.20.8. (Added)(AETC) Validates personnel figures and coordinates on SORTS personnel worksheets (paragraph 2.11.1.2 [Added][AETC]) when the P-level changes and/or P-level is less than P-1. As necessary, immediately notifies HQ AETC/DPXP of unit P-level changes through secure means.
- 1.21.2. Submit error correction reports within 20 hours of receipt of a RAMP message.
- 1.21.4. (Added)(AETC) Include only overall set and errored sets in the error correction report. Use the "No Change" option in AFSORTSDET to exclude sets not in error.
- 1.22. SORTS report sequence numbers do not reset for each calendar year. Reset SORTS report sequence numbers only when the sequence number reaches 999 or when told otherwise by the AETC CRO.
- 1.23. When submitting reports, AETC SROs will not use override option in AFSORTSDET unless authorized by AETC CRO.
- 1.24. (Added)(AETC) SORTS Compilation of Report Errors (SCORE) and Content Report.** The AETC SCORE and Content Report is used to ensure timeliness of database transmission, accuracy of the data report, and effectiveness of unit remarks. The report will be transmitted monthly from HQ AETC/DOX to all wing commanders and command posts. The following information applies to the report (paragraphs 1.24.1 through 1.24.2.2):

1.24.1. (Added)(AETC) The SCORE portion measures the SRO's timeliness and ability to transmit error-free SORTS reports. Considerations used to determine the wing's monthly SCORE percentage are as follows:

1.24.1.1. (Added)(AETC) Unit database RICDA dates exceeding 30 days are assessed an error.

1.24.1.2. (Added)(AETC) Each Defense Information Systems Agency (DISA) processing error is assessed as an error. Each SRO receives a RAMP message from DISA. Each SRO is aware of his or her errors upon receipt of the RAMP.

1.24.1.3. (Added)(AETC) All SORTS reports transmitted by the SRO since the last monthly SCORE message are included in the assessment.

1.24.2. (Added)(AETC) The Content portion measures the SRO's ability to quality check unit SORTS reports to ensure compliance of governing SORTS instructions. The content summary is a human review of the database; therefore, the SRO may challenge HQ AETC/DOXC concerning any error found in the summary. Each SRO will be provided a content summary approximately 5 calendar days prior to message transmission. SROs must submit their challenges before transmission of the AETC SCORE and Content Report; challenges received after transmission will not be accepted. Consider the following when determining the wing's monthly content percentage:

1.24.2.1. (Added)(AETC) Data fields and remarks containing incorrect, improperly formatted, outdated, and/or unnecessary data are assessed an error.

1.24.2.2. (Added)(AETC) Data fields and remarks missing required data will be assessed an error.

2.4. To ensure data updates reach the DISA SORTS processor within 24 hours, SROs must transmit status change reports within 20 hours of an initial status change.

2.4.1. AETC units must submit SORTS reports no later than 2400 local time on the 28th day of each month unless directed by the CRO. If the 28th day falls on a holiday or weekend, reports will be submitted the duty day prior to the 28th.

2.5. Because the commander's assessment is only applied to the overall C-level field, the forecast C-level (change rating [CARAT]) and forecast GWD (date of change [CADAT]) will be based on an actual status change, not the commander's assessment.

2.5.1.1. In addition to providing a remark, when a unit commander assesses up to C-1, the reporting unit must provide forecast GWD in the CARAT and CADAT fields against the objectively calculated overall C-level.

2.5.2. The forecast remark (CADAT) will be based on the projected C-level a unit expects to be in 3, 6, and 12 months. This forecast should be based on a snapshot in time (the C-level status the unit will be 3 months from the date of the prepared report), not a window period (the lowest C-level expected over the 3- to 6-month period of time).

2.11. Percentages and C-levels alone reveal a very small portion of a unit's issues. Only by thorough, well-written remarks can analysts of the SORTS data receive a "big picture" of a unit's status. This big

picture is critical for determining the type and quantity of help a unit needs. Therefore, remarks must provide enough detail for any analyst, in or out of the reporting functional area, to understand all aspects of an issue.

2.11.1.1. (Added)(AETC) For remarks preparation, the use of Table 2.4. (Added)(AETC) and Table 2.5. (Added)(AETC) is mandatory. Table 2.4 shows the required format (including a sample) for *mandatory* remarks; Table 2.5 shows the required format (including a sample) for *conditional* remarks.

Table 2.4. (Added)(AETC) AETC Remarks Matrix (Mandatory Remarks).

I T E M	A	B	C	D
	Remark Label	Submit this remark . . .	Use this remark to report . . .	Required Format and Sample
1	CADAT	Monthly	unit commander's 3-, 6- and 12-month forecast of overall C-Level.	(Date) C-LEVEL FORECAST READ FORECAST PERIOD/ EXPECTED C-LEVEL/OVERALL REASN CODE/MEASURED AREA REASN CODE/DESCRIPTION: 3 Month Forecast/2/P/P06/Personnel PCS with no replacements trained; 6 Month Forecast/1/-/-/No expected problems; 12 Month Forecast/1/-/- /No expected problems
2	DOCID		unit POC information.	(Date) READ TITLE, RANK, NAME, PHONE; Primary, TSgt Schuh, 487-2947; Alternate, SSgt Ferguson, 487-3174; Commander, Lt Col Gammon, 487-5503. DOC Date: 1 June 2000
3	RICDA		mobility bags.	(Date) MOBILITY BAGS CBD READ TYPE/AUTH /ON HAND: A/90/89; B/75/75; C-1/100/98; AIRCREW /10/10. NBCD EQP ASSESSMENT C-1, TRAINING C-2

Table 2.5. (Added)(AETC) AETC Remarks Matrix (Conditional Remarks).

I T E M	A	B	C	D
	Remark Label	Paragraph Reference in AFI 10-201	Use this remark when . . .	Required Format and Sample
1	ESRES	2.11.4.1	equipment and supplies on hand is less than S-1.	Free-Text (See note 1 for proper remark formatting.)
2			multiple subareas limit the S-level.	
3		2.11.4.1.5	medical war reserve material (WRM) project codes are not reported in subareas.	
4	ESSA4	2.11.4.1.1	electronic countermeasure (ECM) pods on hand and mission ready are less than 90 percent.	
5	ERRES	2.11.5.1	equipment condition is less than R-1.	(Date) EQUIP TYPE/NUMBER ON HAND/NUMBER MISSION READY/PERCENT/EQUIPMENT CONDITION REASON CODE/CORRECTIVE ACTIONS/GWD
6			multiple subareas limit the R-level.	
7			aircraft units with equipment condition is less than 75 percent.	
8	ERSA (1-8)		a nonaircraft unit's equipment condition subarea is less than 90 percent.	
9	MEPSD	2.11.4.1.6	accounting for a flying unit's aircraft is assigned, but not possessed.	(Date) AIRCRAFT SUMMARY AUTH 16, ASGN 10, POSSESSED 7. READ TAIL/LOCATION/REASON /EST RETURN DATE: 00452/KSAT/PDM/000423; 00458/KSAT/PDM/000815; 00524/KSUU/LOAN /000625
10	PCTEF	2.7.3.6	commander's estimate of unit effectiveness, reporting his or her assessed effectiveness percentage (PCTEF) is less than 89 percent.	(Date) PERCENT EFFECTIVE (Percent) STATUS REFLECTS (Reduced/Increased) EFFECTIVENESS DUE TO (reason(s)). TO ALLEVIATE THE SITUATION ON (area), THE UNIT WILL (action).

I T E M	A	B	C	D
	Remark Label	Paragraph Reference in AFI 10-201	Use this remark when . . .	Required Format and Sample
11	PERTP	2.11.3.4	personnel shortages exist, regardless of P-level.	(Date) PERSONNEL SHORTAGES READ AFSC/REQ/ASGN/ AVAIL/UGT (number of personnel in upgrade training)/PRC (personnel reason code) /CORRECTIVE ACTIONS: 1C371/5/3/3/2/P19; 1C351/10/7/6/P19. CAREER FIELD MANNING IS 85% FOR 5 AND 7 SKILL-LEVEL PERSONNEL, MAJCOM FAM WILL ASSIGN PERSONNEL WHEN WE ARE THE COMMAND OF ALLOTMENT FOR AFPC. If the unit has more than 25 shortages in either area to report, the unit may use the following remark in its place: "Due to limited space, the information in this field can be faxed upon request."
12	PRRES	2.11.3.1	personnel is less than P-1.	Free-Text (See note 1 for proper remark formatting.)
13			directed to report civilian employees in P-level measurements.	(Date) CIVILIAN PERSONNEL READ AUTH/ASGN /AVAIL. (If a unit commander personnel assessment is made based on availability of nonmeasured contract personnel or assigned DoD personnel, see AFI 10-201, paragraph 2.11.3.2, for additionally required information.)
14	REASN	2.11.7	any one or more measured areas is less than C-1.	Free-Text (See notes 1 and 2 for proper remark content and formatting.)

I T E M	A	B	C	D
	Remark Label	Paragraph Reference in AFI 10-201	Use this remark when . . .	Required Format and Sample
15		A3.1.6.7 and A3.1.6.8	a portion of unit assets are deployed.	(Date) PARTIAL UNIT DEPLOYMENT REASON CODE: E. 6 F-16 DEPLOYED TO BASE X FOR OPERATION ABC; 1 60K AIRCRAFT LOADER AND 2 10K ALL-TERRAIN FORKLIFTS DEPLOYED TO BASE Y FOR HUMANITARIAN SUPPORT OPERATIONS; 16 SECURITY PERSONNEL DEPLOYED TO BASE Z FOR HUMANITARIAN SUPPORT OPERATIONS
16	TRRES	2.11.6.1	a unit using Training Method C, Option 1, is less than T-1.	Free-Text (See note 1 for proper remark formatting.)
17		2.11.6.3	multiple subareas limit the T-Level.	
18	TRSA (1-5)	2.11.6.2	a unit using Training Method C, Option 2, discusses each subarea less than T-1 in a remark using the label for that area.	
19	TRRAT	2.11.6.1	current or forecast AETC formal training school allocation deficiencies exist.	(Date) AETC (List short title deficiency or future requirements)/ CURRENT STATUS OR ACTION/ADDITIONAL ACTIONS REQUIRED/IMPACT ON UNIT/FUTURE REQUIREMENTS(S):
20	TRSA1	6.4.1.3.1.1.1	the BMC training for Training Method C, Option 2, aircraft unit changes.	Free-Text (See note 1 for proper remark formatting.)
21	TRSA2	6.4.1.3.1.2.1	the CMR training for Training Method C, Option 2, aircraft unit changes.	
22	TRSA3	2.11.6.5	civil engineer units report the last data and number of participants who attended Silver Flag training.	

I T E M	A	B	C	D
	Remark Label	Paragraph Reference in AFI 10-201	Use this remark when . . .	Required Format and Sample
23		6.4.1.3.1.3.1	the SPECAP training for Training Method C, Option 2, aircraft unit changes.	

NOTES:

1. In general, unless given specific direction, include the following: list resource types with their problems; state number required, assigned, and available; explain the cause of the problem, if known; identify previously requested assistance; identify remedial actions in progress; and highlight further actions required and a resolution or GWD for the situation.

2. Include the following information if applicable: which missions the unit cannot fully support or undertake when its overall C-level is less than C-1; the commander's rationale supporting a subjectively assessed C-level and areas where the commander disagrees with the measured area C-level; the programmed or estimated date the unit will again be able to undertake its major wartime mission (if less than C-1 or after undergoing a major equipment conversion or transition); and the deactivation date planned for the unit. (If the unit is within 1 year of deactivation, do not list personnel shortages unless specifically instructed to do so by HQ AETC.) When the unit commander assessed the overall C-level down as a result of an ORI or NSI failure, report the status of deficient areas that caused the unit to fail until they are resolved.

2.11.1.2. (Added)(AETC) Use of the applicable AETC SORTS worksheets for remark formatting is mandatory. Figures 2.1 through 2.14 (Added)(AETC) contain the following sample SORTS worksheets:

2.11.1.2.1. (Added)(AETC) Figure 2.1 (Added)(AETC), Overall C-Level Worksheet.

2.11.1.2.2. (Added)(AETC) Figure 2.2 (Added)(AETC), Mandatory Remarks Worksheet.

2.11.1.2.3. (Added)(AETC) Figure 2.3 (Added)(AETC), Personnel Remarks Worksheet.

2.11.1.2.4. (Added)(AETC) Figure 2.4 (Added)(AETC), Equipment On Hand Remarks Worksheet.

2.11.1.2.5. (Added)(AETC) Figure 2.5 (Added)(AETC), Equipment Condition Remarks Worksheet.

2.11.1.2.6. (Added)(AETC) Figure 2.6 (Added)(AETC), Training Remarks Worksheet.

2.11.1.2.7. (Added)(AETC) Figure 2.7 (Added)(AETC), Other Remarks Worksheet.

2.11.1.2.8. (Added)(AETC) Figure 2.8 (Added)(AETC), Major Equipment Location Worksheet.

2.11.1.2.9. (Added)(AETC) Figure 2.9 (Added)(AETC), Personnel Worksheet (AFPERDAT).

2.11.1.2.10. (Added)(AETC) Figure 2.10 (Added)(AETC), Critical Personnel Worksheet.

2.11.1.2.11. (Added)(AETC) Figure 2.11 (Added)(AETC), Equipment and Supplies On Hand Worksheet (EQSOHDAT).

2.11.1.2.12. (Added)(AETC) Figure 2.12 (Added)(AETC), Equipment Condition Worksheet (EQCONDAT).

2.11.1.2.13. (Added)(AETC) Figure 2.13 (Added)(AETC), Aircrew Training Worksheet (AFTNGDAT).

2.11.1.2.14. (Added)(AETC) Figure 2.14 (Added)(AETC), Unit Training Worksheet (AFTNGDAT).

2.11.1.3. (Added)(AETC) All remarks will contain GWDs.

2.11.1.4. (Added)(AETC) Do not repeat data in multiple remark (that is, do not submit two remarks with the exact same text or state "See ESRES remark"). Remarks are used to extract certain type of data. Repeating data or referring to other remarks does not add value to the extracting data for analysis.

2.11.1.5. (Added)(AETC) AETC wing commanders must review and approve/disapprove all remark content and ensure compliance of remarks with the basic AFI and this supplement.

2.11.3.1. When a unit is less than P-1, begin the PRRES remark by identifying UTC/AFSC/AUTH/ASGN/AVAIL/PCT/PRC (personnel reason code), CORRECTIVE ACTIONS, and GWD. State the specific reason why the unit is less than P-1. For example, if the problem is availability, how many personnel are not available and for what reason? If personnel are authorized but not assigned, what actions are being worked with the military personnel flight (MPF) and HQ AETC?

2.11.3.4. Use the PERTP remark to identify total personnel shortages. Regardless of the P level, if personnel shortages exist in critical personnel, identify them in the PERTC remark, using the following format: "AFSC/REQ/ASGN/AVAIL/UGT/PRC/ACTION NEEDED FOR RESOLUTION/GWD."

2.11.4.1. For each subarea less than 90 percent, use the following format to explain the reasons why the a subarea is less than S-1: "EQUIP TYPE/NUMBER REQUIRED /ON-HAND/PCT/EQUIPMENT AND SUPPLIES ON HAND REASON CODE/ CORRECTIVE ACTIONS and GWD."

2.11.4.1.2. Unit commanders should consider the following factors when making a subjective C-level assessment for CBD EQP and TNG: personnel stability and turnover, location of equipment and supplies (such as unit centralized storage), equipment condition, quality and frequency of training, unit performance and frequency of base exercises, leadership experience, and assigned skill levels. The RICDA remark should also identify potential problems. The CBD EQP and TNG C-levels do not

Figure 2.1. (Added)(AETC) Sample Overall C-Level Worksheet.

CLASSIFIED:		CONFIDENTIAL		WHEN FILLED IN	
OVERALL C-LEVEL WORKSHEET					
UNIT: <u>12 CS</u>			UIC: <u>FF1230</u>		
DATE: <u>020202</u> (RICDA - YYMMDD)		DOC RESPONSE TIME: <u>24</u> HRS (TREAD)			
PERSONNEL: P- <u>1</u> (PRRAT) (PRRES)		OVERALL C-LEVEL: C- <u>1</u> (READY) OVERALL REASON: <u>TNM</u> (REASN) SECOND/TERTIARY: <u> </u> / <u> </u> (SECRN) (TERRN) FORECAST C-LEVEL/DATE <u> </u> / <u> </u> (CARAT) (CADAT)			
EQUIP/SUPP: S- <u>1</u> (ESRAT) (ESRES)					
EQUIP/CON: R- <u>1</u> (ERRAT) (ERRES)					
TRAINING: T- <u>6</u> (TRRAT) (TRRES)					
PREPARED BY: <u>SSgt John Hendricks</u> DATE: <u>020202</u>					
RELEASED BY: <u>Maj Steven Davis</u> DATE: <u>020202</u>					
DERIVED BY: <u>CJCSM 3150.02, GSORTS</u> DECLASSIFIED ON: <u>020206</u> (4 Years from Creation Date)					
CLASSIFIED:		CONFIDENTIAL		WHEN FILLED IN	

Figure 2.2. (Added)(AETC) Sample Mandatory Remarks Worksheet.

CLASSIFIED:		CONFIDENTIAL		WHEN FILLED IN	
MANDATORY REMARKS WORKSHEET					
UNIT: 12 CS		UIC: FF1230		DATE: 2 Feb 02	
LABEL/C/A/LABEL:CADAT//					
	Expected C-Level	Resource Area	Reason Code	Issues	
3 Month Forecast	1				
6 Month Forecast	1				
12 Month Forecast	1				
LABEL/U/A/LABEL:DOCID//					
SORTS MONITORS			OFFICE SYMBOL		DSN DUTY PHONE
(PRI)	SSgt Hendricks		12 CS/CQ		7-2947
(ALT)	SrA Phillips		12 CS/SR		7-5504
COMMANDERS/RELEASING OFFICIAL			OFFICE SYMBOL		DSN DUTY PHONE
Maj Davis			12 CS/CC		7-3174
DOC STATEMENT EFFECTIVE DATE:					
LABEL/C/A/LABEL:RICDA//					
BAG TYPE		AUTH		AVAIL	
A (General Use)		24		24	
B (Cold Wx)		24		24	
C-1 (CBD)		24		24	
Aircrew		0		0	
D- Aircrew		0		0	
COMMANDER'S MOBILITY ASSESSMENTS:					
NBCD EQUIP		C-		NBCD TNG C-	
WHEN DIRECTED, INCLUDE THE FOLLOWING ASSESSMENTS:					
COLD WX EQUIP		C-		COLD WX TNG C-	
HOT WX EQUIP		C-		HOT WX TNG C-	
CLASSIFIED:		CONFIDENTIAL		WHEN FILLED IN	

CLASSIFIED:

CONFIDENTIAL

WHEN FILLED IN

EQUIPMENT ON HAND REMARKS WORKSHEET

UNIT: 12 CS

UIC: FF1230

DATE: 020202

LABEL/ U / C /LABEL:ESSA1//

EQUIPMENT SHORTAGE READ EQUIP TYPE/NBR REQ/ON-HAND/PCT/EQUIP REASON CODE/CORRECTIVE ACTIONS/GWD.

EQUIP	REQ	ON HAND	PERCENT	REASON CODE	CORRECTIVE ACTION(S)	GWD
Night Vision Goggles	24	24	100			

LABEL/ / /LABEL:ESSA____//

EQUIPMENT SHORTAGE READ EQUIP TYPE/NBR REQ/ON-HAND/PCT/EQUIP REASON CODE/CORRECTIVE ACTIONS/GWD.

EQUIP	REQ	ON HAND	PERCENT	REASON CODE	CORRECTIVE ACTION(S)	GWD

LABEL/ / /LABEL:

//

LABEL/ / /LABEL:

//

CLASSIFIED:

CONFIDENTIAL

WHEN FILLED IN

Figure 2.5. (Added)(AETC) Sample Equipment Condition Remarks Worksheet.

CLASSIFIED:		CONFIDENTIAL			WHEN FILLED IN	
EQUIPMENT CONDITION REMARKS WORKSHEET						
UNIT: <u>12 CS</u>		UIC: <u>FF1230</u>		DATE: <u>020202</u>		
LABEL/ U / C / LABEL:ERSA1// EQUIPMENT AVAILABILITY READ EQUIP TYPE/ON-HAND/MSN READY/PCT/EQUIP CONDITION REASON CODE/ CORRECTIVE ACTIONS/GWD						
EQUIP	ON HAND	MSN RDY	PERCENT	REASON CODE	CORRECTIVE ACTION(S)	GWD
Night Vision Goggles	24	24	100			
LABEL/ / / LABEL:ERSA____// EQUIPMENT AVAILABILITY READ EQUIP TYPE/ON-HAND/MSN READY/PCT/EQUIP CONDITION REASON CODE/CORRECTIVE ACTIONS/GWD						
EQUIP	ON HAND	MSN RDY	PERCENT	REASON CODE	CORRECTIVE ACTION(S)	GWD
LABEL/ / / LABEL:____// EQUIPMENT AVAILABILITY READ EQUIP TYPE/ON-HAND/MSN READY/PCT/EQUIP CONDITION REASON CODE/CORRECTIVE ACTIONS/GWD						
LABEL/ / / LABEL:____// EQUIPMENT AVAILABILITY READ EQUIP TYPE/ON-HAND/MSN READY/PCT/EQUIP CONDITION REASON CODE/CORRECTIVE ACTIONS/GWD						
LABEL/ / / LABEL:____// EQUIPMENT AVAILABILITY READ EQUIP TYPE/ON-HAND/MSN READY/PCT/EQUIP CONDITION REASON CODE/CORRECTIVE ACTIONS/GWD						
LABEL/ / / LABEL:____// EQUIPMENT AVAILABILITY READ EQUIP TYPE/ON-HAND/MSN READY/PCT/EQUIP CONDITION REASON CODE/CORRECTIVE ACTIONS/GWD						
LABEL/ / / LABEL:____// EQUIPMENT AVAILABILITY READ EQUIP TYPE/ON-HAND/MSN READY/PCT/EQUIP CONDITION REASON CODE/CORRECTIVE ACTIONS/GWD						
LABEL/ / / LABEL:____// EQUIPMENT AVAILABILITY READ EQUIP TYPE/ON-HAND/MSN READY/PCT/EQUIP CONDITION REASON CODE/CORRECTIVE ACTIONS/GWD						
LABEL/ / / LABEL:____// EQUIPMENT AVAILABILITY READ EQUIP TYPE/ON-HAND/MSN READY/PCT/EQUIP CONDITION REASON CODE/CORRECTIVE ACTIONS/GWD						
LABEL/ / / LABEL:____// EQUIPMENT AVAILABILITY READ EQUIP TYPE/ON-HAND/MSN READY/PCT/EQUIP CONDITION REASON CODE/CORRECTIVE ACTIONS/GWD						
LABEL/ / / LABEL:____// EQUIPMENT AVAILABILITY READ EQUIP TYPE/ON-HAND/MSN READY/PCT/EQUIP CONDITION REASON CODE/CORRECTIVE ACTIONS/GWD						
CLASSIFIED:		CONFIDENTIAL			WHEN FILLED IN	

CLASSIFIED:		CONFIDENTIAL		WHEN FILLED IN	
TRAINING REMARKS WORKSHEET					
UNIT: 12 CS		UIC: FF1230		DATE: 020202	
LABEL/C/ /LABEL:TRRAT// AETC READ DIFICIENCY/CURRENT STATUS/ACTIONS REQ/IMPACT ON UNIT/FUTURE REQ					
DIFICIENCY	CURRENT STATUS	ACTION REQUIRED	UNIT IMPACT	FUTURE REQUIREMENTS	
LABEL/C/ /LABEL:TRRES//					
LABEL/C/ /LABEL:TRSA1//					
LABEL/C/ /LABEL:TRSA2//					
LABEL/C/ /LABEL:TRSA3//					
LABEL/C/ /LABEL:TRSA4//					
LABEL/C/ /LABEL:TRSA5//					

CLASSIFIED:		CONFIDENTIAL		WHEN FILLED IN	
OTHER REMARKS WORKSHEET					
UNIT: 12 CS		UIC: FF1230		DATE: 020202	
LABEL/C/ /LABEL:PCTEF// PERCENT EFFECTIVE (Percent) STATUS REFLECTS (Reduced/Increased) EFFECTIVENESS DUE TO (Reason(s)). TO ALLEVIATE THE SITUATION ON (Area), THE UNIT WILL (action).					
PERCENT	STATUS (increased or decreased)	REASON	AREA	ACTION	
LABEL/C/ /LABEL:REASN// (Use this format only when a portion of unit assets are deployed) PARTIAL UNIT DEPLOYMENT REASON CODE (Code): (Qty) (Asset Deployed) DEPLOYED TO (Deployment Location) FOR (Operation): (Qty) (Asset Deployed) DEPLOYED TO (Deployment Location) FOR (Operation)					
DEPLOYMENT REASON CODE	QTY	ASSET DEPLOYED	DEPLOYMENT LOCATION	OPERATION	
LABEL/C/ /LABEL:REASN//					
LABEL/ / /LABEL: //					
CLASSIFIED:		CONFIDENTIAL		WHEN FILLED IN	

Figure 2.8. (Added)(AETC) Sample Major Equipment Location Worksheet.

CLASSIFIED:	CONFIDENTIAL	WHEN FILLED IN				
MAJOR EQUIPMENT LOCATION WORKSHEET						
UNIT: <u>12 CS</u>	UIC: <u>FF1230</u>	DATE: <u>020202</u>				
<p>Use this worksheet for aircraft units only. Each row in the table below contains data for one MEQLOCN data set in the SORTS database. Total numbers at the bottom of the MEPSA, ASGN, MEPSD, and MEORC columns are to be used to update the EQSOHDT and EQCONDAT worksheets. A MEPSD remark is required for any aircraft that is assigned but not possessed.</p>						
MAJOR EQUIP (MEQPT)	HOME STATION (PRGEO)	TEMP LOCATION (TEGEO/EMBRK)	AUTH (MEPSA)	ASGN	POSSD (MEPSD)	RDY-CNV (MEORC)
TOTALS FOR EQUIP/SUP ON-HAND S-LEVEL & EQUIP CONDITION R-LEVEL WORKSHEETS:				=	=	=
				(MEARD)	(MEASG)	(MEPOS)
LABEL/C/ /LABEL:MEPSD// AIRCRAFT SUMMARY READ TYPE ACFT/AUTH/ASGN/POSS/TAIL/ LOCATION/REASON/EST RETURN DATE:						
AUTH:		ASGN:		POSS:		
TAIL #	LOCATION	REASON			EST RETURN DATE	
LABEL/C/ /LABEL:MEPSD// AIRCRAFT SUMMARY READ TYPE ACFT/AUTH/ASGN/POSS/TAIL/ LOCATION/REASON/EST RETURN DATE:						
AUTH:		ASGN:		POSS:		
TAIL #	LOCATION	REASON			EST RETURN DATE	
CLASSIFIED:		CONFIDENTIAL			WHEN FILLED IN	

Figure 2.9. (Added)(AETC) Sample Personnel Worksheet (AFPERDAT).

CLASSIFIED:	CONFIDENTIAL	WHEN FILLED IN																		
PERSONNEL WORKSHEET (AFPERDAT)																				
UNIT: <u>12 CS</u>	UIC: <u>FF1230</u>	DATE: <u>020202</u>																		
DOC NUMBER: <u>1</u> (DOCNR)	DOC IDENTIFIER CODE: <u>UM34</u> (DOCID)																			
TOTAL PERSONNEL: ASSIGNED <u>24</u> (TPASG) AVAIL <u>24</u> /AUTH-REQ <u>24</u> X 100 = <u>100</u> = P - <u>1</u> (TPAVL) (TPAUTH) (PERTP)	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th style="padding: 2px 5px;">P-LEVEL</th> <th style="padding: 2px 5px;">TOTAL</th> <th style="padding: 2px 5px;">CRITICAL</th> </tr> <tr> <td style="padding: 2px 5px;">P-1</td> <td style="padding: 2px 5px;">90 - 100</td> <td style="padding: 2px 5px;">85 - 100</td> </tr> <tr> <td style="padding: 2px 5px;">P-2</td> <td style="padding: 2px 5px;">80 - 89</td> <td style="padding: 2px 5px;">75 - 84</td> </tr> <tr> <td style="padding: 2px 5px;">P-3</td> <td style="padding: 2px 5px;">70 - 79</td> <td style="padding: 2px 5px;">65 - 74</td> </tr> <tr> <td style="padding: 2px 5px;">P-4</td> <td style="padding: 2px 5px;">0 - 69</td> <td style="padding: 2px 5px;">0 - 64</td> </tr> <tr> <td colspan="3" style="padding: 2px 5px; font-size: 0.8em;">For 9 or less auth, use AFI 10-201, Table 3.1</td> </tr> </table>		P-LEVEL	TOTAL	CRITICAL	P-1	90 - 100	85 - 100	P-2	80 - 89	75 - 84	P-3	70 - 79	65 - 74	P-4	0 - 69	0 - 64	For 9 or less auth, use AFI 10-201, Table 3.1		
P-LEVEL	TOTAL	CRITICAL																		
P-1	90 - 100	85 - 100																		
P-2	80 - 89	75 - 84																		
P-3	70 - 79	65 - 74																		
P-4	0 - 69	0 - 64																		
For 9 or less auth, use AFI 10-201, Table 3.1																				
CRITICAL PERSONNEL: ASSIGNED <u>1</u> (CPASG) AVAIL <u>1</u> /AUTH-REQ <u>1</u> X 100 = <u>100</u> = P - <u>1</u> (CPAVL) (CPAUR) (PERTC)	<div style="display: flex; align-items: center; justify-content: center;"> <div style="font-size: 4em; margin-right: 10px;">}</div> <div> <p style="margin: 0;">P - <u>1</u> *</p> <p style="margin: 0;">(PRRAT)</p> <p style="margin: 10px 0 0 0;">IF LESS THAN P-1</p> <p style="margin: 0;">(PRRES)</p> </div> </div>																			
<p>* Note: For units less than P-1, ensure coordination with MPF manning control and manpower offices is complete prior to turn-in of report to the command post.</p>																				
_____ Manning Control Representative Signature and Date		_____ Manpower Representative Signature and Date																		
CLASSIFIED:	CONFIDENTIAL	WHEN FILLED IN																		

Figure 2.10. (Added)(AETC) Sample Critical Personnel Worksheet.

CLASSIFIED:		CONFIDENTIAL			WHEN FILLED IN	
CRITICAL PERSONNEL WORKSHEET						
UNIT: <u>12 CS</u>		UIC: <u>FF1230</u>		DOCNR: <u>1</u>		DATE: <u>020202</u>
AFSC /SKILL LEVEL (From UMD or MANFOR)	AUTH /REQ (From UMD or MANFOR)	ASGN /ATTCH (A)	AUTHORIZED AFSC OR SKILL LEVEL SUBSTITUTION (Use para 4.3.2.3)	ASGN/ ATTCH (B)	ASGN (A+B)	AVAIL (Use Table 4.5)
1C3X1	1	1		1	1	1
TOTALS:	1				1	1
	(CPAUR)				(CPASG)	(CPAVL)
CLASSIFIED:		CONFIDENTIAL			WHEN FILLED IN	

Figure 2.11. (Added)(AETC) Sample Equipment and Supplies On Hand Worksheet (EQSOHDAT).

CLASSIFIED:	CONFIDENTIAL	WHEN FILLED IN																						
EQUIPMENT AND SUPPLIES ON HAND WORKSHEET (EQSOHDAT)																								
UNIT: <u>12 CS</u>	UIC: <u>FF1230</u>	DATE: <u>020202</u> DOCNR: <u>1</u>																						
COMBAT ESSENTIAL (ACFT UNITS):																								
ASSIGNED: _____ (MEASG)																								
POSSD: _____ / AUTH-REQ _____ X 100 = _____ % = S - _____ (MEPOS) (MEARD)* (EQSEE)																								
COMBAT ESSENTIAL (NON-ACFT) & SPT EQUIP (ALL)																								
FIELD ONE: Night Vision Goggles <div style="display: flex; justify-content: space-between;"> <u>24</u> / <u>24</u> X 100 = <u>100</u> % (ON HAND) (REQ)* (ESSA1) </div>																								
FIELD TWO: N/A <div style="display: flex; justify-content: space-between;"> _____ / _____ X 100 = _____ % (ON HAND) (REQ)* (ESSA2) </div>																								
FIELD THREE: N/A <div style="display: flex; justify-content: space-between;"> _____ / _____ X 100 = _____ % (ON HAND) (REQ)* (ESSA3) </div>																								
FIELD FOUR: N/A <div style="display: flex; justify-content: space-between;"> _____ / _____ X 100 = _____ % (ON HAND) (REQ)* (ESSA4) </div>																								
FIELD FIVE: N/A <div style="display: flex; justify-content: space-between;"> _____ / _____ X 100 = _____ % (ON HAND) (REQ)* (ESSA5) </div>																								
FIELD SIX: N/A <div style="display: flex; justify-content: space-between;"> _____ / _____ X 100 = _____ % (ON HAND) (REQ)* (ESSA6) </div>																								
FIELD SEVEN: N/A <div style="display: flex; justify-content: space-between;"> _____ / _____ X 100 = _____ % (ON HAND) (REQ)* (ESSA7) </div>																								
FIELD EIGHT: N/A <div style="display: flex; justify-content: space-between;"> _____ / _____ X 100 = _____ % (ON HAND) (REQ)* (ESSA8) </div>																								
FIELD NINE: N/A <div style="display: flex; justify-content: space-between;"> _____ / _____ X 100 = _____ % (ON HAND) (REQ)* (ESSA9) </div>																								
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <u>100</u> (EQSEE) COMBAT </div> <div style="text-align: center;"> % = S - <u>1</u> </div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="text-align: center;"> _____ (EQSSE) SUPPORT </div> <div style="text-align: center;"> % = S - _____ </div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div></div> <div style="text-align: center;"> S - <u>1</u> (ESRAT) IF LESS THAN S-1 (ESRES) </div> </div>																								
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2">S- LEVEL</th> <th colspan="2">ACFT UNITS</th> <th rowspan="2">NON- ACFT UNITS</th> </tr> <tr> <th>CMBT ESS</th> <th>SUPPORT</th> </tr> </thead> <tbody> <tr> <td>S-1</td> <td>90 - 100</td> <td>90 - 100</td> <td>90 - 100</td> </tr> <tr> <td>S-2</td> <td>80 - 89</td> <td>80 - 89</td> <td>80 - 89</td> </tr> <tr> <td>S-3</td> <td>60 - 79</td> <td>65 - 79</td> <td>65 - 79</td> </tr> <tr> <td>S-4</td> <td>0 - 59</td> <td>0 - 64</td> <td>0 - 64</td> </tr> </tbody> </table>			S- LEVEL	ACFT UNITS		NON- ACFT UNITS	CMBT ESS	SUPPORT	S-1	90 - 100	90 - 100	90 - 100	S-2	80 - 89	80 - 89	80 - 89	S-3	60 - 79	65 - 79	65 - 79	S-4	0 - 59	0 - 64	0 - 64
S- LEVEL	ACFT UNITS			NON- ACFT UNITS																				
	CMBT ESS	SUPPORT																						
S-1	90 - 100	90 - 100	90 - 100																					
S-2	80 - 89	80 - 89	80 - 89																					
S-3	60 - 79	65 - 79	65 - 79																					
S-4	0 - 59	0 - 64	0 - 64																					
* For 9 or less auth/req, use AFI 10-201, Table 4.2 to calculate sub area percentage, do not use formula on this worksheet.																								
CLASSIFIED:	CONFIDENTIAL	WHEN FILLED IN																						

CLASSIFIED:	CONFIDENTIAL	WHEN FILLED IN															
EQUIPMENT CONDITION WORKSHEET (EQCONDAT)																	
UNIT: <u>12 CS</u>	UIC: <u>FF1230</u>	DATE: <u>020202</u> DOCNR: <u>1</u>															
COMBAT ESSENTIAL (ACFT UNITS):																	
ASSIGNED: _____ AUTH-REQ: _____ (MEASG) (MEARD)																	
MISRA: _____ / POSSESSED: _____ X 100 = _____ % = R - _____ (MEMRA) (MEPOS)* (EQREE)																	
COMBAT ESSENTIAL (NON-ACFT) & SPT EQUIP (ALL)																	
FIELD ONE: Night Vision Goggles <u>24</u> / <u>24</u> (MRA) (ON HAND) *	X 100 = <u>100</u> % (ERSA1)	<div style="display: flex; align-items: center;"> <div style="font-size: 4em; margin-right: 10px;">}</div> <div> <p>R- <u>1</u> (ERRAT) IF LESS THAN R-1</p> <hr style="width: 100px;"/> <p>(ERRES)</p> </div> </div>															
FIELD TWO: N/A _____/_____ (MRA) (ON HAND) *	X 100 = _____ % (ERSA2)																
FIELD THREE: N/A _____/_____ (MRA) (ON HAND) *	X 100 = _____ % (ERSA3)																
FIELD FOUR: N/A _____/_____ (MRA) (ON HAND) *	X 100 = _____ % (ERSA4)																
FIELD FIVE: N/A _____/_____ (MRA) (ON HAND) *	X 100 = _____ % (ERSA5)																
FIELD SIX: N/A _____/_____ (MRA) (ON HAND) *	X 100 = _____ % (ERSA6)																
FIELD SEVEN: N/A _____/_____ (MRA) (ON HAND) *	X 100 = _____ % (ERSA7)																
FIELD EIGHT: N/A _____/_____ (MRA) (ON HAND) *	X 100 = _____ % (ERSA8)																
<div style="display: flex; justify-content: space-between;"> <div> <u>100</u> % = R - <u>1</u> (EQREE) COMBAT </div> <div> _____ % = R - _____ (EQRED) SUPPORT </div> </div>																	
<table border="1" style="float: right; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">R-LEVEL</th> <th style="width: 25%;">ACFT UNITS</th> <th style="width: 25%;">NON-ACFT UNITS</th> </tr> </thead> <tbody> <tr> <td>R-1</td> <td>75-100</td> <td>90-100</td> </tr> <tr> <td>R-2</td> <td>60 – 74</td> <td>70-89</td> </tr> <tr> <td>R-3</td> <td>50 – 59</td> <td>60-69</td> </tr> <tr> <td>R-4</td> <td>0 – 49</td> <td>0-59</td> </tr> </tbody> </table>			R-LEVEL	ACFT UNITS	NON-ACFT UNITS	R-1	75-100	90-100	R-2	60 – 74	70-89	R-3	50 – 59	60-69	R-4	0 – 49	0-59
R-LEVEL	ACFT UNITS	NON-ACFT UNITS															
R-1	75-100	90-100															
R-2	60 – 74	70-89															
R-3	50 – 59	60-69															
R-4	0 – 49	0-59															
<i>* For 9 or less Poss/On Hand, use AFI 10-201, Table 5.2 to calculate sub area percentage, do not use formula on this worksheet.</i>																	
CLASSIFIED:	CONFIDENTIAL	WHEN FILLED IN															

Figure 2.13. (AETC)(Added) Sample Aircrew Training Worksheet (AFTNGDAT).

CLASSIFIED:	CONFIDENTIAL	WHEN FILLED IN										
AIRCREW TRAINING WORKSHEET (AFTNGDAT) METHOD C, OPTION 2 - CAF AVIATION UNIT TRAINING												
UNIT: <u>12 CS</u>	UIC: <u>FF1230</u>	DATE: <u>020202</u>										
DOC NUMBER <u>1</u> (DOCNR)	DOC IDENT CODE <u>UM34</u> (DOCID)	TRAINING METHOD <u>C Option 1</u> (TMTHD)										
BASIC MISSION CAPABLE (BMC): <div style="display: flex; justify-content: space-between;"> <div> $\frac{\text{(NBR TRAINED)}}{\text{(NBR ASGND)}} \times 100 = \frac{\text{(PERCENT)}}{\text{(TRSA1)}}$ </div> <div style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">If the percentage of BMC trained crewmembers is in the range:</th> <th style="text-align: left;">Then the TRSA1 percentage is:</th> </tr> </thead> <tbody> <tr><td>85 to 100</td><td>85</td></tr> <tr><td>50 to 84</td><td>75</td></tr> <tr><td>Less than 50</td><td>65</td></tr> </tbody> </table> </div> </div>			If the percentage of BMC trained crewmembers is in the range:	Then the TRSA1 percentage is:	85 to 100	85	50 to 84	75	Less than 50	65		
If the percentage of BMC trained crewmembers is in the range:	Then the TRSA1 percentage is:											
85 to 100	85											
50 to 84	75											
Less than 50	65											
CREWS MISSION READY (CMR): <div style="display: flex; justify-content: space-between;"> <div> $\frac{\text{(NBR TRAINED)}}{\text{(NBR ASGND)}} \times 100 = \frac{\text{(PERCENT)}}{\text{(TRSA2)}} = \frac{\text{}}{\text{}} \%$ </div> <div style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">If the percentage of CMR trained crewmembers is in the range:</th> <th style="text-align: left;">Then the TRSA2 percentage is:</th> </tr> </thead> <tbody> <tr><td>90 to 100</td><td>85</td></tr> <tr><td>75 to 89</td><td>75</td></tr> <tr><td>60 to 74</td><td>65</td></tr> <tr><td>Less than 60</td><td>54</td></tr> </tbody> </table> </div> </div>			If the percentage of CMR trained crewmembers is in the range:	Then the TRSA2 percentage is:	90 to 100	85	75 to 89	75	60 to 74	65	Less than 60	54
If the percentage of CMR trained crewmembers is in the range:	Then the TRSA2 percentage is:											
90 to 100	85											
75 to 89	75											
60 to 74	65											
Less than 60	54											
SPECIAL CAPABILITY (SPECAP): <div style="display: flex; justify-content: space-between;"> <div> $\frac{\text{(NBR TRAINED)}}{\text{(NBR ASGND)}} \times 100 = \frac{\text{(PERCENT)}}{\text{(TRSA3)}} = \frac{\text{}}{\text{}} \%$ </div> <div style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">If the percentage of SPECAP trained crewmembers is in the range:</th> <th style="text-align: left;">Then the TRSA3 percentage is:</th> </tr> </thead> <tbody> <tr><td>100</td><td>85</td></tr> <tr><td>33 to 99</td><td>75</td></tr> <tr><td>Less than 33</td><td>65</td></tr> </tbody> </table> </div> </div>			If the percentage of SPECAP trained crewmembers is in the range:	Then the TRSA3 percentage is:	100	85	33 to 99	75	Less than 33	65		
If the percentage of SPECAP trained crewmembers is in the range:	Then the TRSA3 percentage is:											
100	85											
33 to 99	75											
Less than 33	65											
Converting TRUTC into a T-Level: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="text-align: center;">TRUTC Percent</th> <th style="text-align: center;">T-Level</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">85</td><td style="text-align: center;">T-1</td></tr> <tr><td style="text-align: center;">75</td><td style="text-align: center;">T-2</td></tr> <tr><td style="text-align: center;">65</td><td style="text-align: center;">T-3</td></tr> <tr><td style="text-align: center;">54</td><td style="text-align: center;">T-4</td></tr> </tbody> </table>			TRUTC Percent	T-Level	85	T-1	75	T-2	65	T-3	54	T-4
TRUTC Percent	T-Level											
85	T-1											
75	T-2											
65	T-3											
54	T-4											
CLASSIFIED:	CONFIDENTIAL	WHEN FILLED IN										

Figure 2.14. (Added)(AETC) Sample Unit Training Worksheet (AFTNGDAT).

CLASSIFIED:	CONFIDENTIAL	WHEN FILLED IN												
UNIT TRAINING WORKSHEET (AFTNGDAT) METHOD C, OPTION 1 - UNIT TRAINING														
UNIT: <u>12 CS</u>	UIC: <u>FF1230</u>	DATE: <u>020202</u>												
DOC NUMBER: <u>1</u> (DOCNR)	DOC IDENT CODE: <u>UM34</u> (DOCID)	TRAINING METHOD: <u>1</u> (TMTHD)												
<p>FIELD ONE:</p> $\frac{\text{(NBR TRAINED)}}{\text{(NBR ASGND)*}} \times 100 = \frac{\%}{\text{(TRSA1)}}$ <p>FIELD TWO:</p> $\frac{\text{(NBR TRAINED)}}{\text{(NBR ASGND)*}} \times 100 = \frac{\%}{\text{(TRSA2)}}$ <p>FIELD THREE:</p> $\frac{\text{(NBR TRAINED)}}{\text{(NBR ASGND)*}} \times 100 = \frac{\%}{\text{(TRSA3)}}$ <p>FIELD FOUR:</p> $\frac{\text{(NBR TRAINED)}}{\text{(NBR ASGND)*}} \times 100 = \frac{\%}{\text{(TRSA4)}}$ <p>FIELD FIVE:</p> $\frac{\text{(NBR TRAINED)}}{\text{(NBR ASGND)*}} \times 100 = \frac{\%}{\text{(TRSA5)}}$														
<div style="display: flex; align-items: center; justify-content: center;"> <div style="font-size: 4em; margin-right: 10px;">}</div> <div> $\frac{\%}{\text{(TRUTC)}} = \frac{\%}{\text{(TRRAT)}}$ <p>IF LESS THAN T-1:</p> $\frac{\%}{\text{(TRRES)}}$ </div> </div>														
<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="padding: 5px;">Converting TRUTC into a T-Level:</th> </tr> <tr> <th style="padding: 5px;">TRUTC Percent</th> <th style="padding: 5px;">T-Level</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">85 to 100</td> <td style="padding: 5px;">T-1</td> </tr> <tr> <td style="padding: 5px;">70 to 84</td> <td style="padding: 5px;">T-2</td> </tr> <tr> <td style="padding: 5px;">55 to 69</td> <td style="padding: 5px;">T-3</td> </tr> <tr> <td style="padding: 5px;">0 to 54</td> <td style="padding: 5px;">T-4</td> </tr> </tbody> </table>			Converting TRUTC into a T-Level:		TRUTC Percent	T-Level	85 to 100	T-1	70 to 84	T-2	55 to 69	T-3	0 to 54	T-4
Converting TRUTC into a T-Level:														
TRUTC Percent	T-Level													
85 to 100	T-1													
70 to 84	T-2													
55 to 69	T-3													
0 to 54	T-4													
<p><i>*For 9 or less asgn, use AFI 10-201, Table 6.1. to calculate sub area percentage, do not use formula shown on this worksheet</i></p>														
CLASSIFIED:	CONFIDENTIAL	WHEN FILLED IN												

directly influence the four measured resource areas, but may affect the unit commander's assessment of the overall C-level. The RICDA remark is not required for units with only a generation mission.

2.11.5.1. For each subarea less than 90 percent, use the following format to explain the primary reasons why the subarea is less than R-1: "Identify by EQUIP TYPE/NUMBER ON HAND/NUMBER AVAIL/PERCENT/EQUIPMENT CONDITION REASON CODE/CORRECTIVE ACTIONS and GWD."

2.11.6.1. Method C, Option 1 units, use the following format for the TRRES remark to explain the reasons why the T-level is less than T-1: "Identify by SUBAREA/TYPE TRAINING/NUMBER REQ TNG/NUMBER TRAINED/PCT/ TRAINING REASON CODE/CORRECTIVE ACTIONS and GWD."

2.11.6.2. Method C, Option 2 units, for each subarea less than T-1, use the following format to explain the reasons why the subarea percentage is less than T-1: "Identify by TYPE TRAINING/NUMBER REQ TNG/NUMBER TRAINED/PCT/ TRAINING REASON CODE/CORRECTIVE ACTIONS and GWD."

2.11.7.2. When using the REASN remark to explain the commander's assessment, ensure the remark explains clearly what assets the unit has available and unavailable for use.

2.11.8. (Added)(AETC) Submit POC information in an unclassified DOCID remark. Identify by UNIT COMMANDER/RELEASING OFFICIAL: GRADE, NAME, OFFICE SYMBOL, DSN DUTY PHONE; UNIT SORTS MONITOR'S: GRADE, NAME, OFFICE SYMBOL, DSN DUTY PHONE; EFFECTIVE DATE OF CURRENT DOC STATEMENT.

3.1.2. Measured units may count AETC personnel within a unit, wing, or collocated unit if the personnel are not being counted within another measured unit SORTS report.

3.3. When the personnel measured area is less than P-1, ensure wing personnel and manpower offices coordinate on personnel worksheets and personnel remarks.

3.5. Units reporting for UTC 6FAAA are authorized to report critical personnel in packets. If the packet method is used, packets will consist of all authorized skill levels within each critical Air Force specialty code (AFSC). For example, there will be a 3C0X1 packet (3C031, 3C051, 3C071, 3C091); 3C2X1 packet (3C231, 3C251, 3C271, 3C291); and 2E2X1 packet (2E231, 2E251, 2E271). Packets will not consist of mixed AFSCs.

6.6. (Added)(AETC) Forms Adopted. AF Forms 723 and 1768.

NOTE: The following are added to Attachment 1:

References (Added)(AETC)

AFI 31-401, *Information Security Program Management*

AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4)

AFPAM 10-709, V1 CD, *U.S. Message Text Format (USMTF) User Formats (FOUO)*

CJCSI 3402.01, *Global Status of Resources and Training System*

CJCSM 3150.02, *Global Status of Resources and Training System (GSORTS)*
CJCSM 3402.01A (Classified), *Alert System of the Chairman of the Joint Chiefs of Staff*
AETC War Mobilization Plan (WMP) III

Abbreviations and Acronyms (Added)(AETC)

AFSORTSDET—Air Force SORTS Data Entry Tool

C²—command and control

CADAT—change of date

CARAT—change rating

CBT—computer-based training

COS—chief of supply

DISA—Defense Information Systems Agency

DMS—Defense Message System

FPT—file transfer protocol

GCCS—Global Command and Control System

GWD—get well/worse date

MEQLOCN—major equipment/crew location

MOC—maintenance operation center

MPF—military personnel flight

MTT—mobile training team

NSI—nuclear surety inspection

ORI—operational readiness inspection

POC—point of contact

RAMP—received and messages processed

SAV—staff assistance visit

SCORE—SORTS compilation of report errors

SIPRNET—Secret Internet Protocol Router Network

SORTS—Status of Resources and Training System

SRO—subordinate reporting organization

SSS—staff summary sheet (AF Form 1768)

UMD—unit manpower document

USM—unit SORTS monitor

UTC—unit type code

WMP—war mobilization plan

A2.5.2.1. HQ AETC/DOXC oversees the SORTS DOC Statement (AF Form 723) annual review process, but the functional manager is responsible for developing, coordinating, and approving unit SORTS DOC Statements. Figure A2.10 (Added)(AETC) is provided as a sample for SORTS FAMs to use to track and follow the progression of the annual review.

A2.5.2.2. HQ AETC/DOXC will notify HQ USAF/XOOA, HQ AETC/IG, and interested commands when unit SORTS DOC Statements (AF Form 723) have been updated. These statements will be available for review on the AETC SORTS web page (<https://www.aetc.af.mil/do/dox/doxc>).

Figure A2.10. (Added)(AETC) Sample FAM Annual Review Checklist for SORTS DOC Statement (AF Form 723).

FAM TRACKING CHECKLIST FOR AF FORM 723, SORTS DOC STATEMENT		
___ 1.	Received annual review notification message from HQ AETC/DOXC.	<u> </u> <i>Date received</i>
___ 2.	Review war-planning resources IAW AFI 10-201/AETC Sup 1, paragraph A2.6.	<u> </u> <i>Date reviewed</i>
___ 3.	Prepare draft SORTS DOC Statements (AF Form 723) following guidance provided in AFI 10-201/AETC Sup 1, paragraph A2.6.	<u> </u> <i>Date draft completed</i>
___ 4.	Prepare AF Form 1768, Staff Summary Sheet , and begin coordination of SORTS DOC Statement (AF Form 723).	<u> </u> <i>Date coordination began</i>
___ 5.	Deliver completed coordination package to HQ AETC/DOXC for transmission.	<u> </u> <i>Date delivered</i>

A2.6. HQ AETC/DOXC will notify the affected FAM of the annual review of SORTS DOC Statements (AF Form 723). Notification will be sent 8 weeks prior to current statement's anniversary date. On receipt of notification from HQ AETC/DOXC, the FAM will review the AETC WMP-III, MANFOR, and UTC LOGDET for each UTC requirement. Data reviewed in these resources will be used in the update of the unit SORTS DOC Statement (AF Form 723).

A2.7. HQ AETC/DOXC will use pen-and-ink changes for administrative changes only.

A2.9. (Added)(AETC) Title. On completion of a SORTS DOC Statement (AF Form 723) update, the FAM will e-mail updated draft statements to HQ AETC/DOXC who will, in turn, review and correct the statements for formatting errors and other issues needing further validation by the FAM. The FAM will validate and correct, as needed, any areas questioned by HQ AETC/DOXC.

A2.10. (Added)(AETC) Title. SORTS DOC Statement coordination will be accomplished by using an AF Form 1768 (Figure A2.11 [Added][AETC]). Coordination will be accomplished in the following order: the FAM, HQ AETC/DOXO, HQ AETC/DOXC, functional directorate (internal coordination), and SORTS DOC Statement (AF Form 723) approval authority. The FAM will provide an electronic copy of the SORTS DOC Statement (AF Form 723) as part of the SSS package to enable HQ AETC/DOXC to make administrative changes as needed. The following procedures apply (paragraphs A2.10.1 through A2.10.4 [Added][AETC]):

Figure A2.11. (Added)(AETC) Sample AF Form 1768 for Annual Review of Unit SORTS DOC Statements (AF Forms 723).

STAFF SUMMARY SHEET							
	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1	Director	Approve		6			
2	Internal Office	Coord		7			
3	Internal Office	Coord		8			
4	DOXC	Coord		9			
5	DOXO	Coord		10			
SURNAME OF ACTION OFFICER AND GRADE			SYMBOL	PHONE		TYPIST'S INITIALS	SUSPENSE DATE
Clark Guy, SSgt			DPX	487-5027		cg	20020115
SUBJECT							DATE
Unit SORTS DOC Statement Annual Review							20020102
SUMMARY							
BACKGROUND:							
<p>1. IAW AFI 10-201, para A2.6, parent commands will review DOC statements annually prior to statement anniversaries. The anniversary date for AETC PERSCO DOC statements is 01 Feb 01.</p> <p>2. SORTS DOC statements provide units with their specific SORTD measurement criteria. DOC statements are not tasking instruments. The AETC tasking document is the AETC WMP-III. Tasking documentation provides units with their wartime requirements. DOC statements are a tool used by Air Force to measure a unit's wartime capability.</p> <p>ISSUE: Identify any significant changes (additions or deletion of UTCs, etc.) from the current effective DOC statement.</p> <p>1. The following changes have been incorporated due to Air Force realignment of PERSCO UTCs:</p> <p>Altus Deleted: 2-FFGLE, 1-FFGKE Added: 3-FFABC, 2-FFCBA All Deleted: All-FFDCB</p> <p>2. The following changes have been incorporated due to revision of required OPlans. HQ AETC/DP supports: (Summarize) Columbus Added: 1-FFGBA, 2-FFEBC Keesler Deleted: 4-FFGBA WHMC Added: 3-FFGBA, 4-FFEBC</p> <p>RECOMMENDATION: Coordinate and approve attached DOC statements.</p>							
JOHN T. DOWNS, Lt Col, USAF Chief, PERSCO Readiness				1 Tab HQ AETC/DP Unit DOC Statements			

A2.10.1. (Added)(AETC) During coordination, HQ AETC/DOXO will verify the accuracy of UTC requirements listed on each SORTS DOC Statement (AF Form 723), response time and source, and gaining command data.

A2.10.2. (Added)(AETC) HQ AETC/DOXC will ensure SORTS DOC Statements (AF Form 723) meet format and content required by paragraph A2.8 in the basic AFI. If changes are necessary, HQ AETC/DOXC will correct the statement and forward it to the FAM for final revision.

A2.10.3. (Added)(AETC) The SORTS DOC Statement (AF Form 723) approval authority (functional area director) will review and approve each statement.

A2.10.4. (Added)(AETC) Upon approval of unit SORTS DOC Statements (AF Form 723), the FAM will ensure all names on the SSS are legible and deliver the coordinated package to HQ AETC/DOXC.

A2.11. (Added)(AETC) Transmission Procedures:

A2.11.1. (Added)(AETC) On receipt of approved SORTS DOC Statements (AF Form 723), HQ AETC/DOXC will post them to the AETC SORTS web page and notify interested agencies of the update and web page location. HQ AETC/DOXC will also monitor SRO SORTS DOC Statement (AF Form 723) acknowledgements.

A2.11.2. (Added)(AETC) Wing SORTS managers will retrieve unit SORTS DOC Statements (AF Form 723) from the AETC SORTS web page, acknowledge receipt, disseminate the statements to the affected unit, and ensure base-level coordination is completed within 14 calendar days. **NOTE:** If the web page is down or under construction, managers will e-mail the statement to the SRO.

A2.11.3. (Added)(AETC) The USM will review unit SORTS DOC Statements (AF Form 723) and complete base-level coordination.

THOMAS A. O'RIORDAN, Major General, USAF
Director of Operations